

## COURSE FEES

	Half Day Course	One day Course	Two day Course
<b>SWRU Subscribers</b>			
<i>Voluntary/Community/Faith</i>			
- less than £50k gross annual income	10	15	30
- less than £200k gross annual income	25	60	100
- more than £200k gross annual income	35	75	130
<i>Other organisations</i>			
- all others	55	95	170
<b>Non-Subscribers – Full Cost</b>			
<i>Voluntary/Community/Faith</i>			
- less than £50k gross annual income	35	70	120
- less than £200k gross annual income	35	70	120
- more than £200k gross annual income	45	90	160
<i>Other organisations</i>			
- all others	65	125	230

Invoices will be sent out at the same time as the booking confirmation. Cheque payments should be made out to **Surrey Welfare Rights Unit**.

### **Cancellation and Transfer**

In the event of cancellation of a training course by Surrey Welfare Rights Unit, all fees paid will be returned, or transferred with your agreement to a later event.

We fully recognise that difficulties do arise from time to time over attendance at a training event. Although we will endeavour to re-book places that are cancelled this cannot be guaranteed. The following conditions will therefore apply to all confirmed bookings:

1. Substitutes are acceptable up to the commencement of the training.
2. Fee will be reimbursed for cancellations before the closing date of that course ie: One month before the course
3. Full fee will be non-refundable for cancellations after the closing date.
4. Surrey Welfare Rights Unit reserves the right to cancel the course, to change the venue and/or the course facilitators.